



Job Opportunity

State Controller's Office

Position: Student Assistant - 2 Positions

Statewide

Location: Accounting and Reporting
3301 C Street, Room 501, Sacramento, CA 95816

Issue Date: 09/09/04

Final Filing Date: 09/23/04

Contact/Telephone:
Sylvia Brown, (916) 445-7684

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses, and majoring in Accounting or Business

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4870-950

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by the Section Manager, and in a learner capacity, the incumbent will assist in the preparation and publication of various local government financial reports required by California law.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in the report review process by performing computations and correcting errors on financial transaction reports submitted by local governments.
- Input financial information into an established database utilizing a personal computer and the Microsoft Office Suite application programs.
- Respond to requests from Legislators, accounting firms, or other interested parties for forms/publications.
- Maintain hardcopy and electronic file records for financial transaction reports and related audits.
- Copy documents as requested by staff in response to inquiries for information from outside entities.

Desirable Qualifications:

- Knowledge and experience working with a personal computer and Microsoft Office Suite (including OUTLOOK, Word, Excel, and Access).
- Background in computer science.
- Completion of Governmental Accounting.
- Completion of Accountancy 1 and 2.
- Ability to communicate professionally and effectively.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources

300 Capitol Mall, Suite 619

Sacramento, CA 95814

Attn: Denise Cruz

---Please attach/provide proof of enrollment with your application.

---Please do not send application to Sylvia Brown